

COMMERCIAL PERMIT SUBMITTAL CHECKLIST

PROJECT: _____

DATE: _____

REQUIRED PAPERWORK

At Time of Application

- _____ Completed Application
- _____ Power of Attorney (if permit not being submitted by License Holder)
- _____ Septic Permit/Utility Letter
- _____ Owner/Builder Statement
- _____ Legal Printout (if Permit Tech cannot gain from computer)
- _____ Commercial Permit Submittal Checklist

At Time of Permit Issuance

- _____ Recorded Notice of Commencement (if valuation of work greater than \$2,500.00)
- _____ Lien Law (if valuation of work greater than \$2,500.00)
- _____ Dino Form (if any excavation is required)

_____ Three copies of the **Approved Site Plan**, showing entire building/shopping center, and appropriate suite identified. (Attach one site plan to the front of each set of Construction Drawings.)

_____ Three copies of Construction Drawings (drawings must be signed and sealed by a Florida Licensed Architect or Engineer if the work is structural, or non-structural with a valuation greater than \$25,000.00).

_____ *Exception: Structures with an area of 100 square feet or less.

_____ A deposit will be required at time of submittal. Amount is dependent upon estimated value of project.